

Indiana State Library

Meeting Room Policy and Procedures

General Information

Meeting rooms are available at the Indiana State Library and Historical Building free of charge to state agencies and non-profit organizations. Meeting rooms are available during the Library's regular hours. Agencies located within the building have first priority on meeting room reservations; for other groups, reservations are on a first-come, first-serve basis. Usage of meeting rooms is at the discretion of the director of the Indiana State Library.

Rooms

Room Name (Number)	Seating Capacity	Seating Capacity With Tables	Eligible Users
History Reference Room (Rm. 211)	250	100	
Author's Room (Room 203)	100	50	
3 rd Floor Conference Room (Rm. 313)	15	15	State agencies only
Board Room (Room 401)	50	30	State agencies only
4 th Floor Conference Room (Rm. 425)	30	25	State agencies only
Training Room (Room 428)*	16	16	State agencies only

*The Training Room is a computer lab and has special requirements for usage.

Equipment

The following equipment is available free of charge for use within Library meeting rooms: whiteboard, screen, overhead projector, TV/VCR, TV/DVD, LCD projector. Requests for equipment must be made at least five working days in advance.

Scheduling

To reserve a room or equipment, call Program Director, Scott Lambert, at (317) 232-0023 or e-mail slambert@library.in.gov. Reservations should be made at least ten working days in advance of the meeting. The State Library reserves the right to limit the use of its meeting rooms, or to cancel with 10 days advance warning. Groups may cancel their meetings, but need to do so 48 hours in advance of the reservation date.

Any cancellations occurring less than 48 hours in advance ("last minute cancellation") are subject to the following penalties, unless extenuating circumstances beyond the control of the entity reserving the room are demonstrated to and accepted by the State Library:

- 1st last minute cancellation – no penalty
- 2nd last minute cancellation within a six (6) month period will result in a three (3) month suspension from that group/organization reserving/using ISL meeting or training rooms
- 3rd last minute cancellation within a twelve (12) month period will result in a six (6) month suspension from that group/organization reserving/using ISL meeting or training rooms

Room Arrangement

State Library staff will arrange the room, according to the group's request, prior to the meeting. A group may rearrange furniture, but only with the assistance of State Library staff. Furniture must be returned to its original placement upon the meeting's conclusion.

User Responsibility

Refreshments may be served with prior approval. The State Library does not provide food or drinks. Alcoholic beverages are prohibited. Groups are responsible for making their own catering or food arrangements and for disposal of trash into the receptacles provided.

The user is responsible for leaving the meeting room in good order and financially responsible for any damage to or loss of library property. The user is responsible for ensuring that the scheduled meeting or activity does not disturb State Library customers or other building occupants, interfere with work-related activities of staff, or interfere with the continuing conduct of state agency business.

Library Responsibility

The State Library is not responsible for accidents, injury, theft, or damage of personal items occurring in connection with the use of meeting rooms. The State Library cannot guarantee parking for meeting attendees.

The State Library does not provide publicity for meetings.

Permission to use the State Library meeting rooms does not imply endorsement of, or agreement with, the purpose(s) or the expression of any individual or organization by the State Library or its staff.

Any user who fails to abide by these policies may be denied use of facilities and/or resources.

Developed in accordance with the Meeting Rooms policy of the American Library Association Council, adopted July 2, 1991, and the ideals of the *Library Bill of Rights*.

Adopted by the Indiana State Library and Historical Board

Date: June 11, 2010